
2015 - 2016

Ouray Middle School Student Handbook



Developing Minds to Match our Mountains

Ouray School District R-1 Mission Statement:

The mission of Ouray School District R-1, an educational community built on high expectations, is for all students to reach their full potential and contribute responsibly in a global society by ensuring them an exceptional education in a safe and supportive environment.

Table of Contents

21 st Century Skills	4
General Information	5-6
Message to Parents, School Song	7
Calendar	8
Middle School Policies	9-12
Standard Response Protocol	13
Academic Information	15-16
Attendance	17-18
Student Records	18
Positive Behavior Intervention and Support System	19-23
Student Computer Use Agreement	25
Handbook Verification Sheet	27

21st Century Skills in Colorado's Reading, Writing, & Communicating Standards

The 21st century skills are the synthesis of the essential abilities students must apply in our rapidly changing world. Today's students need a repertoire of knowledge and skills that are more diverse, complex, and integrated than any previous generation. Reading, Writing, and Communicating are inherently demonstrated in each of Colorado's 21st century skills, as follows:

Self-Direction

Students who read, write, and communicate independently portray self-direction by using metacognition skills. These important skills are a learner's automatic awareness of knowledge and ability to understand, control, and manipulate cognitive processes. These skills are important not only in school but throughout life, enabling the student to learn and set goals independently

Critical Thinking

Critical thinking and reasoning are vital to advance in the technologically sophisticated world we live in. In order for students to be successful and powerful readers, writers, and communicators, they must incorporate critical thinking and reasoning skills. Students need to be able to successfully argue a point, justify reasoning, evaluate for a purpose, infer to predict and draw conclusions, problem-solve, and understand and use logic to inform critical thinking.

Informational Literacy

The student who is information-literate accesses information efficiently and effectively by reading and understanding essential content of a range of informational texts and documents in all academic areas. This involves evaluating information critically and competently; accessing appropriate tools to synthesize information; recognizing relevant primary and secondary information; and distinguishing among fact, point of view, and opinion.

Invention

Applying new ways to solve problems is an ideal in reading and writing instruction. Invention is one of the key components of creating an exemplary writing piece or synthesizing information from multiple sources. Invention takes students to a higher level of metacognition while exploring literature and writing about their experiences

Collaboration

Reading, writing, and communicating must encompass collaboration skills. Students should be able to collaborate with each other in multiple settings: peer groups, one-on-one, in front of an audience, in large and small group settings, and with people of other ethnicities. Students should be able to participate in a peer review, foster a safe environment for discourse, mediate opposing perspectives, contribute ideas, speak with a purpose, understand and apply knowledge of culture, and seek others' ideas.

GENERAL INFORMATION

Ouray School District R-1 is an equal educational opportunity institution and does not unlawfully discriminate on the basis of race color, national origin, sex or disability in admission or access to, or treatment or employment in its educational programs or activities. Please refer inquiries concerning;

- Title IX to Bernie Pearce, Athletic Director or Scott Pankow, Superintendent
- Section 504 and ADA to Barbara Vickers, Special Education

**P.O. Box N
Ouray, CO 81427
(970) 325-4505**

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, at the

**Federal Office Building
1244 North Speer Blvd., Suite 310
Denver, CO 80204
(303) 844-5695**

Parents and students are hereby informed that the Ouray School District R-1 has an asbestos management plan available for review in the Superintendent's office. The District asbestos manager is our Head Maintenance/Custodian, Casey Shannon.

Any caregiver or staff member in the Ouray School who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect MUST IMMEDIATELY REPORT or cause a report to be made of such fact to the Ouray County Department of Social Services at 970-626-2299.

If a parent has suspicions of preschool licensing violations he/she may file a complaint by calling 1-800-799-5876 or write:

**The Colorado Department of Social Services
1575 Sherman Street
Denver, Colorado 80204**

OURAY MIDDLE SCHOOL
PO Box N
400 7th Avenue
OURAY, COLORADO 81427
(970) 325-4505
Fax (970) 325-7343
<http://ouray.k12.co.us>

ADMINISTRATION

Scott Pankow, *Superintendent/PK-12th Principal*
Kenneth Nelson, Assistant Principal
Paige Sackman, Administrative Assistant
Scott Stalker, Administrative Assistant
Leah Cerise, Business Manager
Bernie Pearce, Athletic Director

OURAY MIDDLE SCHOOL TEACHERS

Jennifer Ballard, Health
Taylor Chase, K-12 Language/GT
Phylis Fagrelus, Fifth Grade
Darla Haselnus, Sixth Grade
Greg Foy, 7/8th Grade Social Studies, Math, Technology
Kristi Webb, 7/8th Grade Language Arts, Science
Sean Hart, Industrial Arts
Suzann Geisler, Title One
Terri Lizzio, Art
Mike Scott, Music/ Instrumental
Cappi Castro, Teacher-Librarian
Barbara Vickers, Special Education
Christy Wilbur, Physical Education

BOARD OF EDUCATION

Jeremy Hellman, President
Don Mort, Vice-President
Christine Hinkson, Secretary
Kentee Pasek, Treasurer
Jennifer Fedel, Member at Large

Ouray School Mission Statement:

The mission of Ouray School District R-1 is to provide an exceptional education in a safe and supportive environment to enable all students to contribute responsibly in a global society.

MESSAGE TO STUDENTS AND PARENTS

This calendar-handbook informs you of our procedures and rules so that students are prepared to meet their responsibilities. **OURAY SCHOOL IS YOUR SCHOOL.** However, it is shared by many others, and with that in mind, students should strive to work together to keep the school a safe and enjoyable place.

We urge all students to become active participants by achieving in academics and by taking part in athletics and activities. In doing so, they will gain many valuable and memorable experiences. Middle school is a time when young adults begin to develop skills for a lifetime of success and happiness, and therefore it is very valuable to be in attendance. We ask that you read the attendance policy very carefully. The staff is ready to help you make the best of these years. Please contact us with any questions or concerns. We will do our best to serve our students, parents and community.



Scott Pankow
Superintendent/PK-12 Principal

School Mascot: Trojans

School Colors: Orange and Black

School Song:

Teams in a huddle, captain bowed his head.
We all got together and this is what he said:
We're gonna give a cheer for old Ouray,
'Cause we're fighting hard to win this game.
And when the game is won we'll tell the tale,
And the Ouray team is gonna yell 'n yell 'n yell!
Take your banners now and raise them high.
Let the cheers and shouts ring through the sky,
'Cause the Ouray team is gonna win, gonna win.
Fight girls/boys, fight girls/boys, fight!
Hip hip hooray! Hip hip hooray!
Hip hip Ouray! Ouray Trojans, hip hip hooray!



Ouray School District R-1 2015-2016 School Calendar

August 2015						
Sun	Mo	Tue	We	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
September 2015						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
October 2015						
Sun	Mo	Tue	We	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
November 2015						
Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
December 2015						
Sun	Mo	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
Sun	Mon	Tue	We	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
February 2016						
Sun	Mon	Tue	We	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					
March 2016						
Sun	Mon	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2016						
Sun	Mon	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2016						
Sun	Mon	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Student/Teacher Contact Days
 Early Learning Center (ELC) = 163.5
 Elementary (K-6th) = 163.5
 Middle School (7th-8th) = 163.5
 High School (9th-12th) = 163.5

	Days in Each Quarter		
	ES	MS	HS
1st Quarter	37	37	37
2nd Quarter	40	40	40
3rd Quarter	39	39	39
4th Quarter	47.5	47.5	47.5

Month	Dates	Events
AUGUST	11-13	ELC-12 Student Registration
	14	New Teacher Orientation
	17	Teacher Orientation
	18	Teacher Strategic Plan/PD
	19	Teacher PLC/Levels
	20-21	Teacher Workday
	27-28	ELC Closed for Teacher Training
	24	FIRST DAY OF SCHOOL
SEPTEMBER	7	No School—Labor Day
	10	BACK TO SCHOOL NIGHT
	30	ELC-12 P/T Conferences (4p-8p)
OCTOBER	1	No School-Teacher Strategic Plan/PD
	2	No School
	16	End of 1st Quarter
NOVEMBER	23-27	Thanksgiving Break
DECEMBER	18	End of 1st Semester
	21-31	Winter Break
JANUARY	1	Winter Break
	4	No School-Teacher PLC/Levels
	5	No School-Teacher Strategic Plan/PD
	18	No School-MLK Day
FEBRUARY	10	ELC-12 P/T Conferences (4p-8p)
	11	No School-Teacher Strategic Plan/PD
	12	No School
	15	No School—Presidents' Day
MARCH	4	End of 3rd Quarter
	14	No School
	23-31	Spring Break
APRIL	1	Spring Break
	4	No School-Teacher PLC/Levels
MAY	6	No School
	26	Last Day of School-Students Dismissed at 12:15 pm

***Note to Parents: Please read center section carefully as some symbols may be misleading as it pertains to your child's grade level. Also, please make EVERY EFFORT to schedule your family vacations around this calendar. Thank you!!

Key to Symbols

 No School—Vacation/Holiday
 No School—Strategic Plan/PD
 No School—PLC/Levels
 No School—Workday
 Early Learning Center Closed
 Parent/Teacher Conferences
 End of Quarter/Semester
 Start of / End of Year

School Hours

ELC a.m.	7:50 to 11:20
ELC p.m.	11:50 –3:30
K-4th	7:50 to 3:30
5th-8th	7:50 to 3:30
9th-12th	7:50 to 3:30

MIDDLE SCHOOL POLICIES

School Day: Students are to arrive at school no earlier than 7:35 a.m. Prior to that time the school is not responsible or liable for students. Students are to leave school immediately after they are dismissed unless participating in a teacher-supervised activity.

Activities, Clubs & Organizations: School activities are sponsored by various clubs and organizations throughout the year. For school athletic events, season activity tickets may be purchased, (\$25 for an individual & \$35 per family), or individual tickets may be purchased for each individual event. (\$5.00 for adults). Students of Ouray School will be admitted for free.

Transportation for Activities: Students involved in an activity for which transportation is provided by the school district must ride the buses provided to the event, unless an exception is approved by the administration. If a student does not ride the bus, and does not have an exception, he or she cannot participate in the activity. At the end of the activity, students can be released by a trip sponsor to another adult if the student's parent has made prior arrangements, in writing, with the sponsor and the administration. Parents may sign a release after an event to take their child home. Students may not be dropped off from an activity bus at any other than the normal bus stop without written or verbal permission from parents and school administration.

Class Sponsors for 2015-16 are as follows:

Phylis Fagrelus, 5th grade

Darla Haselnus, 6th grade

Greg Foy, 7th grade

Kristi Webb, 8th grade

Ouray School Website: To access daily announcements, information about your cafeteria account (Food Services for mynutrikids.com), your child's grades (Parents online; see office for passwords) and other valuable information, please go to www.ouray.k12.co.us.

Child Custody: If parents are divorced or separated, it is required that copies of custody documents be provided to the school if there is any possibility of challenge to the present custody of the child. Without such documentation on file, either parent has equal rights as far as the school is concerned. The "documentation" referred to must be an official court document, not just a letter from the parent or an attorney.

Class Responsibilities: When a class is scheduled for responsibilities such as cleanup after a dance, concessions, or any class activity, all members of the class are expected to participate. In the event that a student has a previous appointment of some significance which precludes his or her participation, a written excuse from a parent must be submitted at least 24 hours before the event occurs. If a student is expected at a certain time and he/she does not show up, each class will determine appropriate consequences. All consequences will be pre-determined and approved by the principal.

Dances: Groups sponsoring dances must have four adult sponsors, with at least one male, one female and one school staff member. The sponsors must be parents of students or school staff members. Students who enter the dance may leave the building prior to the end of the dance with an adult chaperone, or they may not return once they choose to leave the dance.

Emergency Data: It is essential that the school have on file an emergency card filled out completely and accurately. ***A new card is required each school year***, so that up-to-date information is available on each student. When changes occur during the school year, parents should inform the school of those changes. The emergency card will give us directions for emergency medical care as well as telephone numbers where we can contact parents. At the time of an emergency, the school will notify the parent or guardian. If they cannot be reached, we will follow the directions given on the emergency card. In extreme emergencies, the student will be put under professional care with or without family permission. At that time, we will ask Social Services to take custody of the student. Student vaccination information must also be updated annually. **Students must return their emergency data card and vaccination update information, if needed, by the end of the first week of school or they will not be allowed to attend until they furnish their emergency data.**

Field Trips: Ouray School recognizes that the first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the school to encourage field trips as part of and directly related to the total school program. The teacher will provide the parents/guardians with information concerning the purpose and destination of the trip, behavioral expectations, transportation and eating arrangements, date and time of departure, estimated time of return and an itinerary for overnight school trips. Students must have a written parent consent form to leave campus in any motor vehicle for any trip that extends beyond the school day. A "School-Wide Field Trip Permission Slip" for field trips within the school day, including those involving transportation, must be on file in office in order for your student to participate.

Class trips by grade:

5th Grade

Cross Bar X- This trip focuses on team building.

6th Grade

**Crow Canyon-
Denver-**

7th Grade

Arches National Park-

8th Grade

Catalina-

EMERGENCY DRILLS: Emergency drills will be held several times a year. The alarms or commands are easily recognizable to students and staff. All staff and students will be trained annually in our emergency procedures. Each room in the building has a set of instructions posted (*next page*) to the correct procedure for evacuating the building. Each teacher is responsible for the conduct of his students during a drill. When students evacuate the building, they should remain with their class and teacher a safe distance from the building until the signal for a return. *See the Standard Response Protocol document.*

Food & Drink: The consumption of food and drink in the classrooms is left to the discretion of individual teachers. No food or drink is allowed in the media center, computer labs, or multi-purpose room.

Fundraising: Only a limited number of fundraising events shall be held each year for each class or club. These events will be presented to the Principal, at least one week prior to the fundraising activity, for approval. Student activity funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance the authorized activities of student organizations and the school district. Student activity funds are considered a part of the total fiscal operation of the school district, and therefore are subject to the policies and regulations established by the Board of Education and the office of the Superintendent or Principal. Students who are fundraising for individual needs will not be sponsored by the school.

Gifts: Students are discouraged from giving gifts to district employees. More appropriate than gifts are letters to staff expressing gratitude or appreciation.

Lockers: A locker is issued to each student. Lockers may be personalized as a student wishes as long as it is appropriate. All personalized items must be removed at the end of each school year. Tampering with another student's locker warrants disciplinary action. The school will not be responsible for any lost or stolen articles or money left in a locker. As a further safeguard, it should be made clear at the beginning of each school year that:

- a) The locker is school property, supplied as a convenience to the students to store their belongings while attending.
- b) The students are responsible for the security of the locker and that the combinations should be kept confidential.
- c) The school will keep a confidential master list of names as to who has which locker.
- d) The school will keep master keys to the lockers.
- e) The lockers are subject to search at any time, with or without the presence of the students.

Lunch: A hot lunch program is offered to all students. Students can purchase a single meal ticket for \$2.75 for K-6th Grade, \$3.25 for 7th-12th grade, and \$3.75 for adults. Make checks out to Ouray School or go to Mynutrikids at Food Services on the school website. No charges over 5 lunches will be allowed.

Lunch Room expectations:

- Practice good table manners.
- Talk quietly.
- Do not take food from the cafeteria unless authorized by teacher or Dean of Students.
- Pick up the trash in the area where you eat.
- Return all trays and utensils to the dishwashing area.
- Cooperate with the cafeteria staff by abiding by all rules and

Medication: No medication will be administered by any school personnel including the school nurse except on written orders of a physician. A 'Permission to Administer Medication' Form can be found in at the office. Medications need to be in a pharmacy-labeled bottle with instructions for dispensing.

Information: School information can be found in *The Trojan Tribune*, produced by our journalism students and published weekly in the *Plaindealer*. Another good source of information about our school is the School District website (<http://ouray.k12.co.us>).

Radios/Cell phones and other audio equipment: Students may carry cell phones and personal electronic devices on school grounds, inside school buildings, on school buses, at school-sponsored activities and on field trips, but cell phones and personal electronic devices must be turned off during the instructional day unless pre-approved by administration as per school policy. The instructional day is normally between the hours of 7:50 am and 3:30 pm on school days. Parents needing to contact their children during the instructional day shall do so through the school office. Students may use cell phones and personal electronic devices off school grounds on school buses, at school-sponsored activities and on field trips during the instructional day with permission of school personnel or trip chaperones.

Searches: Searches of a student's person and his/her personal possessions are permissible by school officials in the presence of an adult witness of the same sex as the student or students in question when there is reason to believe that the student is concealing material, the possession of which is prohibited by federal, state or local law. "Reasonable suspicion" for a search includes circumstances which would cause a person to believe that the search of a particular person, place or thing will lead to the discovery of:

- evidence of a violation of school regulations or state law.
- anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Student Insurance Program: A student accident insurance program providing broad coverage at nominal cost to parents is available to all students. Brochures with all of the details are distributed at the beginning of the school year.

Telephone Messages: A telephone is available in the office for student use. Since there is no system available to deliver messages to students, only emergency messages can be taken and delivered immediately.

Textbooks/Electronic Devices: Students are responsible for all textbooks and electronic devices issued to them by a teacher. Laptops and Kindles are available for checkout from the library with signed Use Agreement. If they are lost or damaged, students will be assessed replacement costs. Failure to replace lost or damaged books or devices may result in students not being allowed to participate in graduation exercises.

Internet Use: Students must adhere to the Internet Use Agreement signed at the beginning of each school year. Violations of this agreement will result in referral to the proper authorities. Consequences will be determined according to the severity of the infraction. (See agreement on the following page.)

Visitors: Patrons and friends of the school are welcome to visit. All visitors need to register at the office and obtain a visitor pass. If a student wants to bring a friend to classes, permission must be obtained from his or her teacher/s and Principal or Dean of Students at least a day ahead of the visit. Parents are encouraged to visit our school.

School Transfer: A student who wishes to transfer to another school must have written consent from the parents and brought to the administrative office. The note needs to indicate the reason and the date of withdrawal and the name and address of the school where the student intends to transfer. The student is then given a 'withdrawal form' to be signed by each teacher, organization sponsor, coach, librarian and cafeteria staff. The completed form must be returned to the office and all charges must be paid. No information will be forwarded to other schools unless all charges and obligations have been satisfied.



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveuguy.org>



LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

Academic Information

Students receive grade reports on a quarterly basis. Grades are assigned as follows:

A+	97% or higher	C	73-76%
A	93-96%	C+	77-79%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
F	59% or lower		

REPORT CARDS: Report cards are issued at the end of each nine-week grading period. It generally takes about a week to tabulate the grades and compile them in the office. *Report cards for K-4th grade students will be mailed out on the Friday of the following week.*

PARENT/TEACHER CONFERENCES: Parent/teacher conferences are scheduled with all parents during **October** and **February**. A conference may be requested by parents, teachers, students or administration throughout the year.

Multi Tier System of Support (MTSS): The purpose of MTSS is to support teachers and parents in the programming for individual students. The MTSS team will assist teachers and parents by generating classroom instructional suggestions, classroom modification and intervention plans, developing material modifications, recommending resources and making appropriate referrals, e.g. Title I, Special Education, or Gifted Education/Mentoring programs. Academics as well as behavioral challenges will be dealt with. The MTSS team will consist of classroom teachers, Title I coordinator, and the principal.

SPECIAL INSTRUCTIONAL PROGRAM AND ACCOMMODATIONS: In keeping with the intention of the state of Colorado to offer educational opportunities to all students, which will enable them to lead fulfilling and productive lives, the district shall provide appropriate educational opportunities to all resident students in accordance with the requirements of state and federal statutes. The Board shall have the final determination of programs.

Ouray School District R-1 has contracted with the Uncompahgre BOCES to:

- Provide formal testing of students referred.
- Furnish a written report of the testing and academic recommendations as a result of the testing.
- Conduct conferences and follow-ups with parents and school personnel.
- Establish an individualized education plan (IEP) for these students who qualify for Special Education.

A Resource Room will be provided and staffed for meeting the educational needs of special students. The education of children with special needs will be in regular classrooms in so far as practicable, and they will be assigned to the Resource Room only when the nature of the child's needs makes the inclusion of the child in a regular classroom impractical.

TESTING PROGRAM: The purpose of the Ouray School District testing program is to provide the district, teachers, and parents with information that will be beneficial to the overall educational program of the school. The information derived from the test results will be used for curriculum planning, guidance for the student, and for program development to meet the individual needs of the student. The results of the tests will be recorded in the student's cumulative records by school staff. Students in grades K–10 will be tested with NWEA in the fall and in the spring. PARCC and CMAS will be administered according to State timelines in the spring.

HOMEWORK: Parent involvement in a child's education can mean the difference between success and failure. Helping your child with her/his study skills can make a difference. The following are suggestions that you, the parent, can use to help your child study at home:

- Take home folders to and from school each day.
- Help your child realize that studying is an independent project. However, show willingness to assist your child when the need arises.
- Help your child to consider and decide what time of day is most effective for study, and plan accordingly.
- Help your child plan time for fun activities and television so that these can have their place. A child's attention span can be short, so vary activities.
- Help your child by creating an environment in the home conducive to study.
- Let your child choose a place to study, preferably furnished with a desk or table. Provide a good light and a straight-back chair. Study time is not a time to relax or daydream.
- Have available all of the materials and reference books that may be needed, such as paper, pencils, encyclopedia, dictionary, etc.
- Study time should be a quiet time. Insist that the TV, tapes, radio be turned off during study time.
- Believe that your child can learn and express that belief to him/her. Support your child in their efforts to learn.
- Recognize and compliment your child's efforts in learning.
- Discuss and show a positive interest in your child's school.
- Watch for warning signs of problems and meet with the teacher if homework assignments cause frustration at home.
- Guide your child in planning ahead for reports and projects.
- Understand that each child is different and varies in learning rate and ability.

These few tips will assist your child in completing a successful school assignment. Work with your child. Developing good study habits can pay big dividends for your child in school and in life.

ATTENDANCE

Students who want to obtain the greatest benefit from public education must recognize that regular attendance is essential. Ouray Middle School expects that ALL students will attend each of their assigned classes every day.

Students who have unavoidable appointments during the school day must bring a note from their parents/guardian to the office prior to leaving the building. Students MUST check out of school when leaving during the school day and check in upon returning. The secretary will maintain the records of these departures and returns. Students failing to check out and check in will be given unexcused absences. ***Parents/guardians must notify the school (note, phone or email) as soon as possible when their child is absent.***

Excused Absences: Participation in school sponsored trips or activities (when eligible), bereavement, absences accompanied by written doctor's orders, and family emergencies are excused absences and are not subject to attendance penalties. The school will determine whether an absence is excused or not, and whether or not the student will be subject to attendance penalties. Teachers may deem either excused or unexcused absences as basis to deduct points for class participation. Alternative assignments for this component of the grade will be provided, however.

Pre-arranged absences and other absences excused by school administration, other than illness, will be addressed as follows: Students will be allowed four excused absences per quarter. Absences due to illness of three days or fewer will require a written note from parents upon student's return to school. Absences of more than three days, due to illness, will require a written explanation from a doctor upon student's return to school. With proper documentation, these absences will not be subject to attendance penalties.

Parent Responsibility: Absences must be verified on the day of the absence by telephone from the parent or guardian, stating the reason for the absence. The telephone call is to be made on each day of the absence. (325-4505)

Make-up work policy:

Assignments missed during excused absences will be allowed to be made up for full credit. In cases of illness, bereavement, or emergencies, students will be given the number of days missed plus one extra day to turn in missed work. Any make-up work for reasons other than these must be completed within the number of days of the student's absence. Work not turned in on time will be given a grade of zero. Work which was assigned before an absence, and due during an absence, will be due the first day a student returns to class, except in extenuating circumstances or by arrangement with the teacher. Only work assigned during an absence will be allowed the additional time to be made up. Any make-up work for absences other than for medical reasons, emergencies, or bereavement, must be completed within the number of days of the student's absence.

Unexcused Absences: The school will notify parents of any absence either by phone or in writing. All missing work will be expected to be made up for full or partial credit, unless student is deemed habitually truant. Other penalties include:

- First unexcused absence: (PC) Closed campus for three days following the infraction.
- Second unexcused absence: (PC) Closed campus for six days following the infraction, parents notified.
- Third unexcused absence: (PC) ISD for one day

Prearranged Absences: If a student anticipates an absence in advance, the student should have the parent or guardian send a note, phone, or email to the office. A prearranged absence does not indicate teacher approval, only that the teacher has been notified. It is the student's responsibility to make up all work according to the make-up work policy. Pre-arranged absences are subject to attendance penalties.

Eligibility for Extra-curricular activities: Attendance at school is necessary for extra-curricular activity participation. A student who is absent from school during any part of the day, unless the absence is excused for appointments or family emergencies, may not be able to participate in extra-curricular activities that day or on Saturday, if the absence is on Friday. If students miss any part of the day due to illness, they may not be able to participate in extra-curricular activities that day or on Saturday, if the absence is on Friday.

Citizenship: Behavior is also a component of eligibility to participate. If a student has received one or more referrals, the Principal will make the decision whether a student may or may not participate.

School Responsibility: We will inform parents either by phone or in writing when students have an unexcused absence. Disciplinary action will be taken for unexcused absences or tardies.

Tardies: It is expected that middle school students are mature enough to assume responsibility for getting to class on time. There are few acceptable excuses for tardiness. Three unexcused tardies will equal one unexcused absence and will be assessed attendance penalties according to the attendance policy.

- STUDENTS WHO ARE TARDY TO SCHOOL IN THE MORNING FIRST PERIOD MUST GET AN ADMIT SLIP IN THE OFFICE BEFORE GOING TO CLASS.
- Consequences for tardies may include loss of open campus lunch privileges, parent contact, detention, or suspension, depending on the frequency of the tardies.

School policies have adopted State laws relating to behavior expectations in school and are compiled in the "Student Code of Conduct." This document appears on the school website (ouray.k12.co.us) In the event that you cannot access it online, please contact the school for a written copy.

STUDENT RECORDS

Content and Custody of Records: The cumulative record folder is the only permanent and official record of a student's school career. It may contain identifying data, grade reports, standardized achievement and aptitude test scores, attendance data, interest inventory results, family background information, teacher or counselor observations, and reports of serious or recurrent behavior patterns. The Principal is the official custodian of student records. All requests for inspection and review of education records and requests for copies of such records shall be made to the Principal.

Access to Records: A parent or guardian shall be able to inspect and review the student's education files. However, if a student is 18 years or older, the student may inspect his own records and his written permission will be necessary in order for his parents or guardian to inspect them. The parent or eligible student will examine the student's records in the presence of the Principal/ Counselor.

Request to Amend Education Records: Parents or students over 18 years who believe that information contained in the education records is inaccurate, misleading or violates the privacy or other rights of the student may request that the district amend the records. The school district will follow due process procedures as outlined in Public Law 93-380.

Disclosure of Directory Information: The school district may disclose directory information without written consent of the parent. Parents or students over 18 years have the right to refuse to permit the designation of any or all of the categories of information, provided ***if such refusal is received in writing in the office of the Principal by September 12th.** Directory information which may be released may include the student's name, date, address, phone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information.

Disclosure of Directory Information to Military Agencies is mandated by Federal law unless we have a parent's written request on file not to release such information.

Positive Behavior Intervention and Support (PBIS) System

Responsibility – Respect – Role Model

The maintenance of discipline is essential to the education process and is the dual responsibility of the home and the school. Mutual cooperation among teachers, administrators and parents is necessary to encourage acceptable student behavior. To ensure a positive school environment, each student has the responsibility to know and abide by the regulations of the school. School rules and procedures regarding student conduct apply to school hours, to school transportation while en route to school or home, and to all school sponsored events and activities. One of the most important lessons education should teach is self-discipline. While self-discipline does not appear as a class at OHS, students nevertheless should demonstrate self-control, character, orderliness and consideration for other people. By holding high behavior expectations, we help ensure a good learning climate.

Inappropriate behavior will be subject to disciplinary actions. For more specific information, see PBIS Violation Matrix located in this handbook.

The Ouray School District R-1 reserves the right to rescind the acceptance of out-of-district students in the event that their behavior is interfering with the learning and teaching environment

Students, remember YOU are in charge. YOU decide. YOU choose your behavior. SOMEONE ELSE chooses the consequences!

Definition of Consequences:

WARNING - a warning given to the student by a teacher and/or administrator. Inappropriate behaviors, alternatives for appropriate actions and possible consequences will be discussed.

PARENT CONTACT (PC) - communication with parents via telephone, letter, email, or personal conference at the school to discuss any concerns.

TEACHER CONTACT (TC) - conference between teacher/administration and student to discuss inappropriate behavior.

DETENTION (DET) - time assigned either before, during or after school. Students must report to assigned rooms where they can work on homework, read or study. Detentions are assigned from 30 minutes to one hour. Students will receive a day's notice if parents cannot be contacted on the day the misbehavior occurs. Students are not allowed to participate in any school activities until the detention has been successfully completed. Teachers are encouraged to have a conference with the student at this time.

REFERRAL - a conference between the student and teacher, Principal or Dean of Students. The purpose of this conference is to discuss inappropriate behavior and possible consequences. A disciplinary referral results from repeated offenses or actions that are serious in nature.

LOSS OF PRIVILEGE - students lose privileges, such as eating in the cafeteria, attending activities, participating in field trips, open campus during lunch, etc.

RESTITUTION - reimbursement to an individual (student or staff) or school for damages caused by inappropriate actions.

COUNSELING - counseling services provided as a means for modifying student behavior when appropriate.

BEHAVIOR PLAN -a plan outlining behavior goals and expectations for students, as well as actions to be taken by students, teachers, and/or parents. Consequences are usually very specific if the plan is not followed. The plan is valid for a specified length of time.

IN-SCHOOL DETENTION (ISD) – an all-day detention served on school grounds, typically in Dean of Students’ office.

IN-SCHOOL SUSPENSION (ISS) - a suspension from a student’s routine schedule. Students will spend one to three days isolated from their peers, including during their lunch period. In-school suspension will typically be served in Dean of Students’ office. Students will be given assignments to complete and receive credit for their completed work. **Note: All In-School Suspensions will be noted in student files.**

OUT OF SCHOOL SUSPENSION (OSS) - removal of a student from the school building and all activities for one to five days. Students are given due process and parents are notified at the time of the suspension. Students will receive credit for any work completed during the period of suspension. **Note: All Out-of-School Suspensions will be noted in student files.**

PARENT/GUARDIAN CONTACT - SUSPENSION – Before removing a student from the school building and all activities, a parent-student-principal conference must be held.

LONG-TERM SUSPENSION - removal of a student from the school building and all activities for no fewer than five days or longer than policy allows.

LEGAL ACTION (RTLA – Referral to Legal Authorities) - contact is made with the Ouray Police or Sheriff’s Department to pursue assistance, press charges, or help investigate school-related matters which warrant their involvement.

EXPULSION – exclusion of a student from school for up to twelve months. Recommendation for expulsion is made by the Principal to the Board of Education. Parents or guardians and the student will have a due process hearing prior to an expulsion. The Board of Education then rules on the situation. Parents are notified of the proceedings.

ANY STUDENT WHO IS SUSPENDED OR EXPELLED IS NOT PERMITTED TO ATTEND OR PARTICIPATE IN ANY SCHOOL FUNCTION, BE PRESENT ON SCHOOL PROPERTY, OR TRAVEL IN A SCHOOL SPONSORED VEHICLE.

NOTE: THE SAFE SCHOOLS LEGISLATION ACT OF COLORADO mandates expulsion for certain infractions:

- Carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school district
- Commission of any act which, if committed by an adult, would be considered robbery or assault as defined by state law
- Sale of a drug or controlled substance
- Creating a dangerous and unsafe environment for students, teachers and other school personnel
- Being a ‘habitually disruptive student’ as declared by state law (causing a material and substantial disruption more than three times during a school year as determined by the Principal)

Due Process: Due process is guaranteed to students in suspension and expulsion situations. Under the law, students and parents have the right to review reasons for the action and to discuss the situation with school administrators.

Bus Rules:

- Always remain seated facing the front while the bus is in motion.
- Keep the noise level to a minimum.
- Keep the bus clean. Littering is unacceptable.
- Follow instructions of your bus driver.

Failure to abide by the bus rules results in the following consequences:

First offense: The student is assigned a seat and parents are notified.

Second offense: A parent-student-bus driver-principal conference will be held.

Third offense: The student is suspended from riding the bus for one week.

Fourth offense: The student is suspended from riding the bus for the remainder of the year.

1. Students getting on and off the bus at a different location regularly need to have a note on file. In the case of a one-time arrangement a note from the parent to the office or bus driver will be accepted.
2. A student who is not a bus student but wants to go home with a friend needs to have a written note from the parent to the office, where a permission to ride the bus home slip will be issued to the student to give to the driver.

Distribution of controlled substances: Students who sell, distribute, give or exchange alcohol, drugs, other controlled substances or drug paraphernalia will be expelled and referred to law enforcement.

Use of Tobacco: The possession and/or use of tobacco products (chewing tobacco, cigarettes, etc.) or smoking paraphernalia on school premises or at school-sponsored activities is illegal and not permitted. See PBIS Matrix for consequences.

Consequences for possession, use, or being “under the influence” of alcohol or drugs, or possessing drug paraphernalia: See PBIS Matrix for consequences.

Sexual Harassment: It is important that students understand that all students, regardless of gender or sexual orientation, need to feel physically and emotionally safe within the learning environment. It is therefore a violation of school policy for any staff member to harass students, or for students to harass staff members, or for students to harass other students through conduct or communications of a sexual nature at school or at

school sponsored activities. Unwelcome or illegal sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a condition of a person’s educational development.
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile or offensive educational environment.

Sexual harassment may include but is not limited to:

- sex-oriented verbal kidding.
- pressure for sexual activity.
- repeated remarks to a person with sexual or demeaning implications.
- unwelcome touching, such as patting, pinching or deliberately brushing against another's body.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns.

The student may file a grievance with the Principal or Dean of Students. If the alleged harasser is the Principal, then the grievance goes to the Board of Education. Filing of a grievance or otherwise reporting sexual harassment will not reflect negatively upon the person doing the reporting. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Student Dress Code (JICA): The Board and District recognizes that students have a right to express themselves through dress and personal appearance; however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

Unacceptable Items:

1. Shorts, dresses, skirts, or similar clothing shorter than mid-thigh length
2. Sunglasses inside the building
3. Inappropriately sheer, tight, or low cutting (e.g., midriffs, halter tops, backless clothing, tube tops, garments made to fishnet, mesh or similar material, muscle tops) that bare or expose traditionally, private parts of the body including, but not limited to the stomach, buttocks, back and breast.
4. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - refer to drugs, tobacco, alcohol, or weapons
 - are sexual in nature
 - be virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - otherwise disrupt the teaching-learning process

Classes missed after the second offense due to a dress code violation will be considered unexcused.

PBIS Violation Matrix

These rules apply during school hours, at school events and during any school-sponsored activities, including trips.

Consequences listed below are to be considered the typical progression of interventions.

The number of days for suspensions are to be determined by administrators depending on severity of infraction.

Administrative discretion may apply in some circumstances.

TC = Teacher conference **PC** = Parent contact **ISD** = In-school detention **ISS** = In-school suspension

OSS = Out-of-school suspension **RTLA** = Referral to Legal Authorities **ASD** = After-school detention

Expulsion : Student cannot attend OHS for up to one calendar year. Expulsion can be considered for first offense depending on the severity of the situation.

TYPICAL PROGRESSION OF INTERVENTIONS INCLUDE THE FOLLOWING:

Unacceptable Behavior	First Offense	Repeat Offense
Habitual disruption (<i>defiance, non-participation, interfering w/ learning environment</i>)	Severity of situation will determine if office referral is needed.	Repeat offenses may include parent/teacher conferences, office referrals, lunch/after school detentions, ISS, OSS or expulsion.
Profanity / Obscene Gestures	Teacher conference with student. Severity of situation will determine if office referral is needed.	2nd - ISD (PC) 3rd - ISS (PC)
Dress code violation	Change in apparel.	2nd - Lunch detention (PC) 3rd – Referral; possible ISD
Disrespect toward others (rude gestures, name calling, etc.)	Teacher conference with student. Severity of situation will determine if office referral is needed.	2nd – ISD (PC) 3rd - ISS (PC)
Student misconduct (cafeteria, hallways, bathrooms), pushing, horseplay, etc.	Teacher conference with student. Severity of situation will determine if office referral is needed.	2nd - ISD (PC) 3rd - ISS (PC)
Excessive tardiness/truancy (Leaving school grounds/class without permission)	(PC) Up to 1 day ISD	2nd - ISS (PC) 3rd - OSS (PC)
Sexual harassment/Harassment	(PC) ISS	2nd – OSS, possible counseling, RTLA 3 rd – Administrative Action TBD
Destruction of school property; Vandalism	(PC) ISS plus restitution (Possible RTLA)	2 nd – OSS (PC)-restitution, RTLA 3 rd – Expulsion, restitution, RTLA
Bullying/harassment (verbal or physical)	Refer to office (Conflict resolution)	2nd day ISS (PC) 3rd - OSS (PC), RTLA
Fighting or provoking a fight	(PC) Severity of situation will determine consequences.	2nd - ISS, (PC) possible RTLA 3rd – OSS, (PC) possible Expulsion, RTLA
Possession of unsafe items (lighters, sharp objects, etc.)	Depends on severity Confiscation of item	2nd - ISS (PC) 3rd – OSS (PC)
Theft (stealing of teacher, school or student property)	ISS, OSS or possible RTLA (PC)	2nd -OSS, RTLA 3rd - Expulsion, RTLA
Threatening behavior	Consequences dependent on severity of infraction	Possible Expulsion
Threats - Verbal/Written towards students or staff	(TC/PC) ISS, OSS or other depending on severity	2nd - ISS / RTLA (PC) 3rd - OSS / RTLA (PC)
Assault of staff member	Expulsion, RTLA (PC)	
Use/possession of controlled substance (alcohol, drugs, paraphernalia, etc.)	OSS, RTLA (PC)	2nd - OSS, RTLA (PC) 3rd - Expulsion
Use/possession of tobacco (smoking, chewing)	ISD (PC)	2nd - ISS 3 rd - OSS
Possession of dangerous weapons	Expulsion, RTLA (PC)	
Bomb threat	Expulsion, RTLA (PC)	
Possession with intent to sell or distribute controlled substances	Expulsion, RTLA (PC)	
Cheating	Teacher Conference (PC)	2 nd - Loss of grade (PC) 3 rd - Loss of grade (PC) ISS
Insubordination/Disrespect	(TC) Consequences depending on severity.	2nd - ISS (PC) 3rd - OSS (PC)
Cell Phone Use	(PC) Confiscation until end of day	2 nd - (PC) Confiscation 24 hrs.: Parent retrieval of phone 3 rd – (PC) Confiscation during the school day for one week; Parent conference
Defacing School Property	Office Referral, Parent Meeting - Severity of situation will determine further action	2nd -OSS 3rd – Possible Expulsion

Ouray School District R-1
2015-2016
STUDENT COMPUTER USE AGREEMENT

STUDENT'S NAME _____ **GRADE** _____

Ouray School District R-1 is pleased to offer students access to computers for electronic mail, Internet and research databases. Should a parent prefer that a student not have Internet access, use of computers for word processing and other more traditional purposes will be possible.

The purpose of Internet use at school will be constructive educational goals. We believe the benefits from Internet access in the form of information resources and opportunities for collaboration exceed the disadvantages. In an effort to protect younger children from inadvertently accessing offensive sites, the Ouray School District R-1 has installed an Internet filtering system which is age-appropriate.

We support and respect each family's right to decide whether or not to agree to school use of Internet resources. *Each year* we will require an acceptable use form from each student. **It must be signed by both the parent and the student. Students will agree to follow the guidelines for use.**

GUIDELINES AND RULES

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer in any way.
3. Do not violate copyright laws.
4. Do not view, send or display offensive messages or pictures.
5. Do not use any social networking site unless authorized by an instructor- MySpace, Facebook, etc.
6. Do not download **ANYTHING** without the direct permission of the classroom teacher or media specialist.
7. Do not use audio features without a headset.
8. **All student work should be saved on school network folders or on removable media.**

Be prepared to be held accountable for your actions and for a loss of privileges if these guidelines/rules are violated.

As a parent/guardian of a student at Ouray School District R-1, I have read the above information and understand this agreement will be kept on file at school.

I give my permission for my child to use Internet resources at the Ouray School District R-1 for the school year 2015-2016.

Parent Signature _____

I, _____, agree to follow, the guidelines/rules for using the computers and
Student Name

Internet at Ouray School District R-1. I understand that I will lose the privilege to use computers at school temporarily or for the remainder of the school year, if I do not follow these guidelines.

Student Signature _____

PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time to time the Ouray School or other school related entities, may wish to publish examples of student projects, photographs of students and other work on an Internet accessible World Wide Web server. **I understand** that no full names will be published with these pictures and that these pictures will be used to promote academic and special activities of the school district.

MY CHILD'S work **can or cannot** (please circle one) be published on the Internet.

PHOTOGRAPHS of my child **can or cannot** (please circle one) be published on the Ouray School web site.

PARENT SIGNATURE: _____ **DATE:** _____

NOTE: THIS FORM IS INCLUDED IN THIS HANDBOOK FOR YOUR FUTURE REFERENCE. THIS FORM IS SUPPLIED IN EACH REGISTRATION PACKET AND SHOULD BE FILLED OUT AT THAT TIME.

STUDENT HANDBOOK VERIFICATION SHEET

Parents/Guardians:

Once you have reviewed the handbook with your son or daughter, please sign this form, along with your student, TEAR IT OUT OF THE HANDBOOK and return it to the office with your registration packet.

I have read the Student Handbook and I agree to follow the policies and regulations set forth by our Ouray School District R-1 School Board of Education and Administration.

_____	_____	_____
Student Signature	Grade	Date
_____		_____
Parent/Guardian Signature		Date